

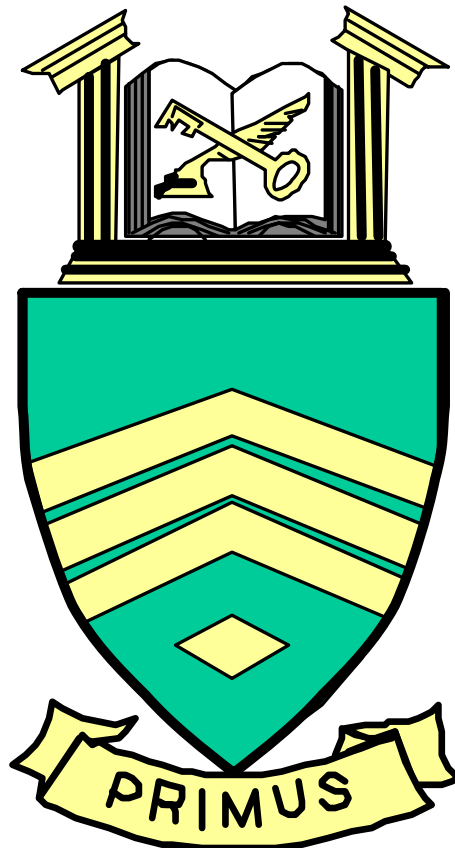
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

I651

OCT 04

COURSE INTRODUCTION/OVERVIEW

## **TRAINING SUPPORT PACKAGE**



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## TRAINING SUPPORT PACKAGE (TSP)

<b>TSP Number / Title</b>	I651 / COURSE INTRODUCTION/OVERVIEW
<b>Effective Date</b>	01 Oct 2004
<b>Supersedes TSP(s) / Lesson(s)</b>	I651, Course Introduction/Overview, Oct 03
<b>TSP Users</b>	521-SQIM, First Sergeant Course
<b>Proponent</b>	The proponent for this document is the Sergeants Major Academy.
<b>Improvement Comments</b>	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875</p> <p>E-mail: atss-dcd@bliss.army.mil</p>
<b>Security Clearance / Access</b>	Unclassified
<b>Foreign Disclosure Restrictions</b>	FD5. This product/publication has been reviewed by the product developers in coordination with the (installation/activity name) foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

## PREFACE

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**Purpose**

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

N/A

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This TSP  
Contains

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**COURSE INTRODUCTION/OVERVIEW**  
**I651 / Version 1**  
**01 Oct 2004**

**SECTION I. ADMINISTRATIVE DATA**

**All Courses Including This Lesson**

<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
521-SQIM	1	First Sergeant Course

**Task(s) Taught(\*) or Supported**

<u>Task Number</u>	<u>Task Title</u>
N/A	

**Reinforced Task(s)**

<u>Task Number</u>	<u>Task Title</u>
None	

**Academic Hours**

The academic hours required to teach this lesson are as follows:

	<u>Resident Hours/Methods</u>	
	2 hrs	/Conference / Discussion
Test	0 hrs	
Test Review	0 hrs	
Total Hours:	2 hrs	

**Test Lesson Number**

	<u>Hours</u>	<u>Lesson No.</u>
Testing (to include test review)	3 hrs	E652 version 1

**Prerequisite Lesson(s)**

<u>Lesson Number</u>	<u>Lesson Title</u>
None	

**Clearance Access**

Security Level: Unclassified  
 Requirements: There are no clearance or access requirements for the lesson.

**Foreign Disclosure Restrictions**

FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**References**

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>

**Student Study Assignments**

Before class--

- None

During class--

- Practice active listening and note taking techniques.

After class--

- None

<b>Instructor Requirements</b>	1:16, MSG, served as a first sergeant, ITC, SGITC, AND VTT-ITC (for VTT) qualified.					
<b>Additional Support Personnel Requirements</b>	<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>		
	One site coordinator at each VTT site to operate the TNET equipment and coordinate classroom instruction. Must be FSC grad, served as 1SG, ITC, and SGITC qualified. (Enlisted)	1:16	1	2 hrs		
<b>Equipment Required for Instruction</b>	<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
	441-06 LCD PROJECTION SYSTEM	1:16	1:1	No	1	No
	6730-00-577-4813 SCREEN, PROJECTION	1:16	1:1	No	1	No
	702101T134520 DELL CPU, MONITOR, MOUSE, KEYBOARD	16:16	1:1	No	1	No
	7110-00-T81-1805 DRY ERASE BOARD	1:16	1:1	No	1	No
	7510-01-424-4867 EASEL, (STAND ALONE) WITH PAPER	1:16	1:1	No	1	No
	FSC-1 TNET COMMUNICATIONS EQUIPMENT SUITE (VTT LESSON ONLY)	1:16	1:1	No	1	No
	FSC-2 TNET ROOM EQUIPMENT SUITE (VTT LESSON ONLY)	1:16	1:1	No	1	No
	FSC-3 TNET AUDIO/VIDEO LINKAGE EQUIPMENT (VTT LESSON ONLY)	1:16	1:1	No	1	No
	SNV1240262544393 36 - INCH COLOR MONITOR W/REMOTE CONTROL AND LUXOR STAND	1:16	1:1	No	1	No
	* Before Id indicates a TADSS					
<b>Materials Required</b>	<b>Instructor Materials:</b> <ul style="list-style-type: none"> <li>• VGTs: 13.</li> <li>• TSP.</li> </ul> <b>Student Materials:</b> <ul style="list-style-type: none"> <li>• Pen or Pencil and writing paper.</li> </ul>					
<b>Classroom, Training Area, and Range Requirements</b>	CLASSROOM XXI WITH T-NET CAPABILITY (VTT) CLASSROOM, GENERAL PURPOSE, 600 SF, 16 PN					
<b>Ammunition Requirements</b>	<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
	None					

**Instructional  
Guidance**

**NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Before class--

- Read all TSP Materials.
- Issue student handout during student inprocessing.

During class--

- Conduct class IAW TSP.
- Ensure students share experiences on successful programs.
- The DL instructor will select an appropriate site prior to asking a student a question.

After class--

- Collect all recoverable reference materials.
- Report any lesson discrepancies to the Chief Instructor.

**Proponent  
Lesson Plan  
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Colyer, Donald J.	GS-09	Training Specialist	
Adams, Chris L.	SGM	Chief Instructor, FSC	
Graham, Kevin L.	MSG	Chief, FSC	
Gratton, Steven M.	SGM	Chief, Functional Courses	
Bucher, George V.	GS11	Chief, CMD	
Lemon, Marion	SGM	Chief, CDDD	



## SECTION II. INTRODUCTION

Method of Instruction: <u>Conference / Discussion</u>
Technique of Delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:16</u>
Time of Instruction: <u>5 mins</u>
Media: <u>VGT-1</u>

### Motivator

**Camera: Main camera on the instructor. Check with each DL site to ensure all sites are receiving transmission.**

**SHOW VGT-1, OVERVIEW**



The dynamic nature of today's international environment accentuates the unique and vital role of the Army in the overall national security structure of the United States. The Army's capability to apply force and to control land area affords the national command authority with a wide range of options. Recent crises, such as Persian Gulf War, Bosnia, 9/11, and Operation Iraqi Freedom emphasize the fact that Army units must maintain a constant state of readiness. Transition from peacetime to combat, or from peacetime to peacekeeping, may occur at a moment's notice. The First Sergeant's role is critical to achieving this readiness posture.

**REMOVE VGT-1**

**Terminal Learning Objective**

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**NOTE:** Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

<b>Action:</b>	Identify the scope and procedures for the U.S. Army First Sergeant Course.
<b>Conditions:</b>	As a first sergeant in a classroom environment given this block of instruction.
<b>Standards:</b>	Determine the scope and procedures for the U.S. Army First Sergeant Course IAW this block of instruction.

**Safety Requirements**

None

**Risk Assessment Level**

Low

**Environmental Considerations**

**NOTE:** It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

**Evaluation**

You will take a multiple choice examination. The examination will contain questions from this and other lessons. You must correctly answer 70 percent or more of the questions on the examination to receive a GO.

**Instructional Lead-In**

The U.S. Army First Sergeant Course concentrates on battle focused tasks that are required to transition rapidly and effectively to a wartime posture. This focus is to ensure that the army's most vital asset, soldiers and their families, receive the training and care needed to complete assigned missions. During the next 2 hours we will examine the scope, objective content and standards for the U.S. Army First Sergeant Course.

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### SECTION III. PRESENTATION

**NOTE:** Inform the students of the Enabling Learning Objective requirements.

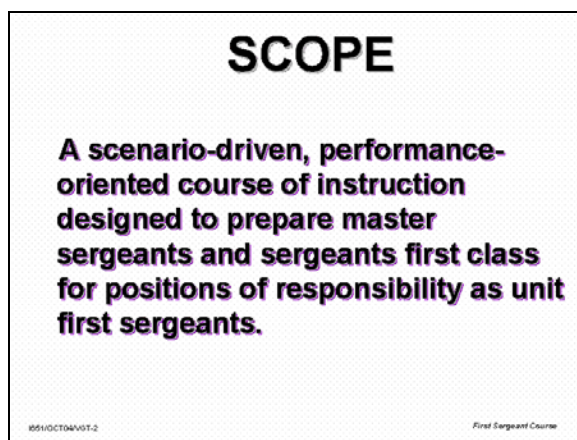
#### A. ENABLING LEARNING OBJECTIVE

<b>ACTION:</b>	Identify the course scope of the U.S. Army First Sergeant Course.
<b>CONDITIONS:</b>	As a first sergeant in a classroom environment given this block of instruction.
<b>STANDARDS:</b>	Determine the course scope of the U.S. Army First Sergeant Course IAW this block of instruction.

#### 1. Learning Step / Activity 1. Establish the course scope of the U.S. Army First Sergeant Course

Method of Instruction: Conference / Discussion  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio: 1:16  
Time of Instruction: 5 mins  
Media: VGT-2

#### SHOW VGT-2, SCOPE



As you can see, the scope of the U.S. Army First Sergeant Course is one that stresses hands-on, performance-oriented training and evaluation.

#### REMOVE VGT-2

You must prepare for training each day. This course uses various small group instruction methods. That means that you, as a class, are responsible for your learning. You must prepare for every lesson, the night before the lesson, by completing the assignment listed on each lesson advance sheet.

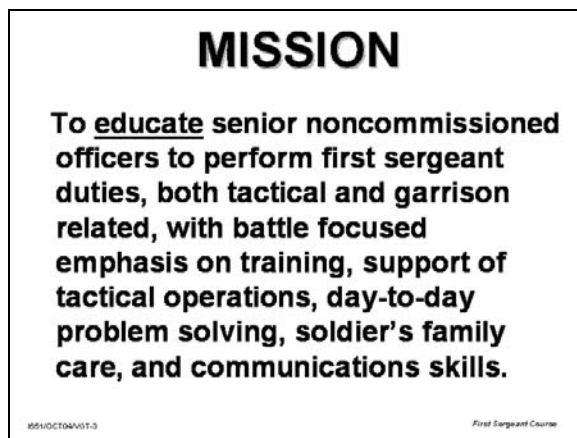
**B. ENABLING LEARNING OBJECTIVE**

<b>ACTION:</b>	Identify purpose of the U.S. Army First Sergeant Course.
<b>CONDITIONS:</b>	As a first sergeant in a classroom environment given this block of instruction.
<b>STANDARDS:</b>	Determine the purpose of the U.S. Army First Sergeant Course IAW this block of instruction.

1. Learning Step / Activity 1. Mission and Purpose

Method of Instruction: Conference / Discussion  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio: 1:16  
Time of Instruction: 5 mins  
Media: VGT-3 and VGT-4

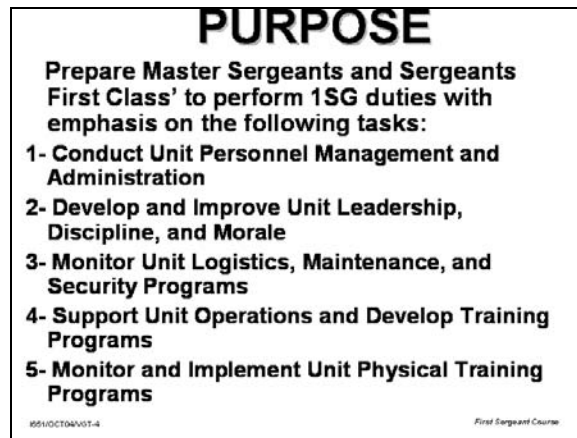
**SHOW VGT-3, MISSION**



This course emphasizes battle focus integration of all subject areas relating to both tactical and garrison-related first sergeant duties and tasks.

**REMOVE VGT-3**

## SHOW VGT-4, PURPOSE



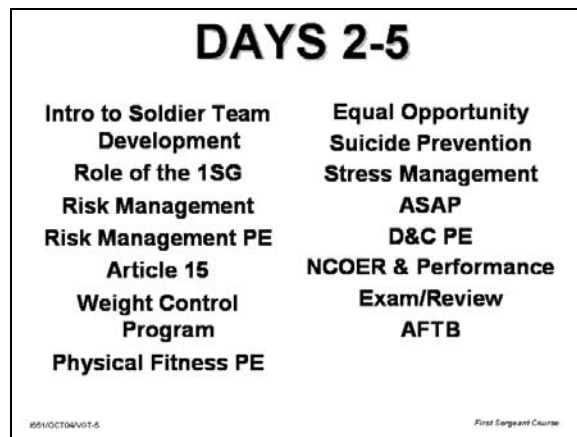
## REMOVE VGT-4

### 2. Learning Step / Activity 2. Phase II Training

Method of Instruction: Conference / Discussion  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio: 1:16  
Time of Instruction: 5 mins  
Media: VGT-5 thru VGT-7

Here is a snapshot of the First Sergeant Course, phase II resident training, covered by the course management plan and program of instruction.

## SHOW VGT-5, DAYS 2-5



Days two thru five include; Soldier Team Development, Role of the 1SG, Risk Management, Risk Management PE, Drill and Ceremony PE, Article 15, Weight Control Program, Physical Fitness Practice Exercise, Equal Opportunity, Suicide

Prevention, Stress Management, Army Drug and Alcohol Program, NCOER, NCOER Performance Exam and Review, and Army Family Team Building.

**REMOVE VGT-5**

**SHOW VGT-6, DAYS 6-9**

<b>DAYS 6-9</b>	
<b>Written Exam #1</b>	<b>Train a Company</b>
<b>AWOL/Unsatisfactory</b>	<b>METL</b>
<b>Participation</b>	<b>Long/Short Range</b>
<b>Separations</b>	<b>Planning</b>
<b>Enlisted</b>	<b>Company Training</b>
<b>Promotions/Reduction</b>	<b>Meetings</b>
<b>SFPA</b>	<b>Training Execution</b>
<b>Retention Program</b>	<b>Training Assessment</b>
<b>Sponsorship Program</b>	
<small>6551/OCT04/V01-6</small>	<small>First Sergeant Course</small>

Days six thru nine include; Written Exam #1, AWOL/Unsatisfactory Participation, Enlisted Separations, Enlisted Promotions/Reduction, Suspension of Favorable Personnel Actions, Unit Retention Program, Unit Sponsorship Program, Train a Company, METL, Long/Short Range Planning, Company Training Meetings, Training Execution and Training Assessment.

**REMOVE VGT-6**

**SHOW VGT-7, DAYS 10-15**

<b>DAYS 10-15</b>	
<b>Written Exam #2</b>	<b>Ethics PE</b>
<b>Army Operations</b>	<b>Counseling PE</b>
<b>Combat Orders</b>	<b>Written Exam #3</b>
<b>CSS</b>	<b>AER Counseling</b>
<b>Unit Movement</b>	<b>End of Course</b>
<b>Military Property</b>	<b>Critique</b>
<b>Supply Management</b>	<b>Graduation</b>
<b>Briefing Performance</b>	
<b>Exam</b>	
<small>6551/OCT04/V01-7</small>	<small>First Sergeant Course</small>

Days 10 through 15 include; Written Exam #2, Army Operations, Combat Orders, Combat Service Support, Unit Movement, Military Property, Supply

Management, Performance Exam (Briefing), Ethics Practice Exercise, Counseling Program Practical Exercise, Written Exam #3, AER Counseling, End of Course Critique, and Graduation.

### REMOVE VGT-7

#### C. ENABLING LEARNING OBJECTIVE

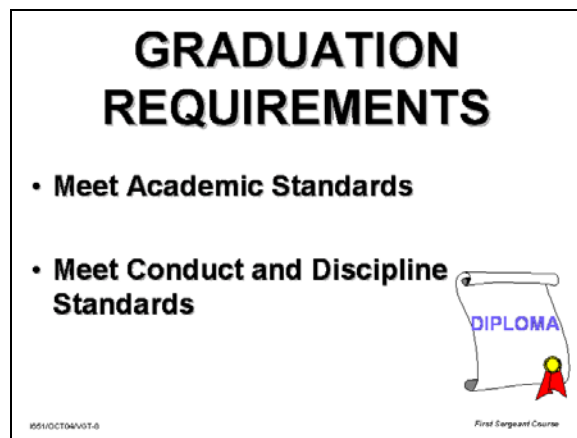
<b>ACTION:</b>	Identify the standards for graduation from the U.S. Army First Sergeant Course.
<b>CONDITIONS:</b>	As a first sergeant in a classroom environment given a block of instruction.
<b>STANDARDS:</b>	Comply with the standards for graduation from the U.S. Army First Sergeant Course IAW this block of instruction.

#### 1. Learning Step / Activity 1. Establish the standards for graduation from the U.S. Army First Sergeant Course

Method of Instruction: Conference / Discussion  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio: 1:16  
Time of Instruction: 30 mins  
Media: VGT-8 thru VGT-13

Now, let's take a look at the graduation requirements you must meet to graduate from the U.S. Army First Sergeant Course.

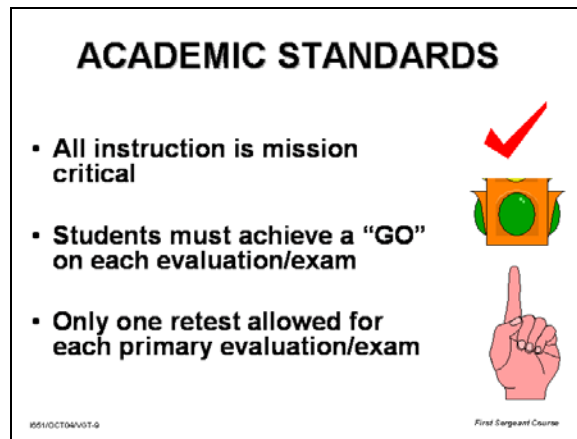
#### SHOW VGT-8, GRADUATION REQUIREMENTS



The requirements are in two distinct but related areas, academic standards and conduct/discipline standards. We will discuss them separately so that you will have a full understanding of each.

**REMOVE VGT-8**

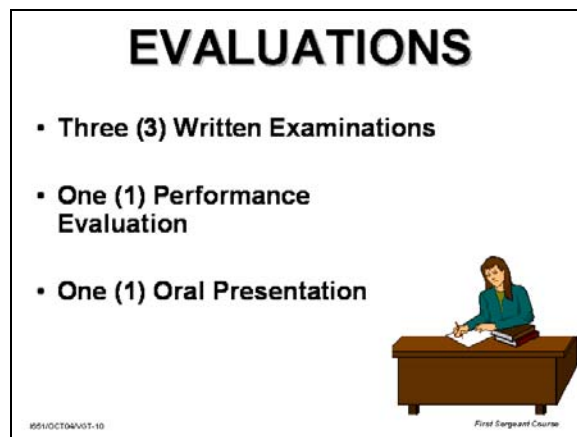
**SHOW VGT-9, ACADEMIC STANDARDS**



First, let's discuss academic standards. Since all of your classroom instruction is critical to the mission of "Fight to Win," you must achieve a "go" on all evaluations and examinations in order to graduate. If you fail any examination, you will receive only one opportunity to retest, all passing. Retests receive a 70%.

**REMOVE VGT-9**

**SHOW VGT-10, EVALUATIONS**



During the course your evaluations will consist of three written examinations, one performance examination, and an oral briefing evaluation. Written examination one covers the material on days two through five. Written examination two covers the material on days 6 through 9 and written examination three covers material from days 9 through 15. Minimum passing score for each written exam is 70%. The



performance evaluation is reviewing a NCOER on day 5. Your oral briefing will require you to give a ten-minute briefing (+ or – two minutes) on a historical battle analysis.

### **REMOVE VGT-10**


If you fail an examination or evaluation, your training institute will conduct an academic assistance panel (AAP). This panel will help you overcome any obstacles prior to the retest. The panel will provide you timely and effective assistance when your academic performance fails to meet standards.

Now, we'll discuss academic failures.

### **SHOW VGT-11, ACADEMIC FAILURES**

## **ACADEMIC FAILURES**

- **The Commandant will dismiss students who fail the retest of a primary evaluation/exam**
- **Students dismissed for academic failure have the right to appeal thru the Commandant**
- **Failure of the retest of a Primary Examination/Evaluation will result in a final AER rating of "Failed to Achieve Course Standards"**

65510CT04V05-11 First Sergeant Course

As you can see, the commandant will dismiss any student who fails a retest of an examination or evaluation. Additionally, that student will receive a final academic evaluation report (AER) of "Failed to achieve course standards."

Any student who fails two or more examinations will receive an AER rating of "Marginally achieved course standards."

Any student dismissed for academic reasons has the right to appeal. The appeal process is for the students who believe that they were unfairly evaluated or that circumstances were such as to warrant special consideration.

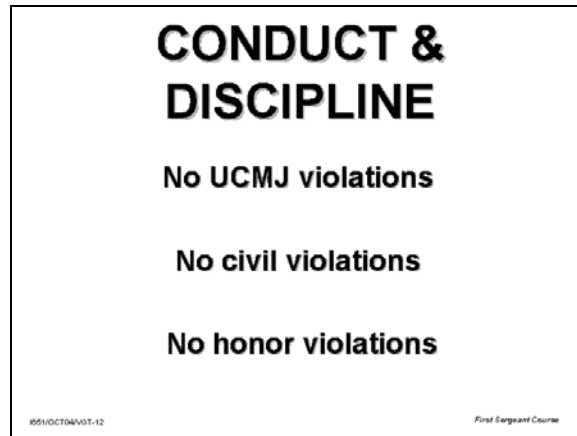
### **REMOVE VGT-11**

The school commandant is the final authority for an appeal. However, if the commandant desires, he can direct that a dismissal review board convene to review

the reasons for failure. This board ensures all aspects of the case receive due process.

Now, we'll discuss the second graduation standard, conduct and discipline.

**SHOW VGT-12, CONDUCT AND DISCIPLINE**



This course has zero tolerance for failing to meet conduct and discipline standards. Violations of any of these standards constitute cause for immediate dismissal from this course.

**REMOVE VGT-12**

A commandant's board will review and make recommendations to the commandant regarding matters of conduct, academic progress, and failure to conform to standards.

Finally, all instruction is critical. You may miss a total of 4 hours of classroom time during this course. You may not miss any exams or AARs, and if you miss a practical exercise, you must make it up. Upon course completion, you will receive an academic evaluation report (AER).

## SHOW VGT-13, ACADEMIC EVALUATION REPORT

ACADEMIC EVALUATION REPORT	
<b>13. PERFORMANCE SUMMARY</b>	<b>14. DEMONSTRATED ABILITIES</b>
a. Exceeded Course Standards (Limited to 20% of Class)	a. Written Communication
b. Achieved Course Standards	b. Oral Communications
c. Marginally Achieved Course Standards	c. Leadership Skills
d. Failed to Achieve Course Standards	d. Contribution to Group Work
	e. Research Ability
<b>Note:</b> To receive a rating of "Exceeded Course Standards" you must receive a SUPERIOR in all rated areas of "Demonstrated Abilities."	<b>Ratings</b>  Unsatisfactory Satisfactory Superior
<small>ISSUED OCTOBER 05-13</small>	<small>First Sergeant Course</small>

Of the five areas listed under demonstrated abilities, you're rated in oral communications, leadership skills, and contribution to group work.

For an overall student rating "exceeded course standards," you must receive a 90% grade point average (GPA) on all written examinations and superior in all performance evaluations (first time "GO"). You must also obtain a rating of superior in each of the demonstrated abilities in block 14. Finally, you must pass the APFT.

**NOTE:** Ensure students understand 1) exceeded course standards are limited to 20% of the class, and 2) they must receive superiors in all evaluated demonstrated abilities, in addition to receiving a 90% course GPA.

As we discussed earlier, if you fail two primary examinations, you will receive "marginally achieved course standards," and if you fail a retest, you will receive a rating of "failed to achieve course standards." You will receive one of the ratings outlined on the VGT for your overall student rating.

**REMOVE VGT-13**

**BREAK:** 00:50 to 01:00

**D. ENABLING LEARNING OBJECTIVE**

<b>ACTION:</b>	Identify the local Training Institute's standing operating procedures.
<b>CONDITIONS:</b>	As a first sergeant in a classroom environment given a block of instruction.
<b>STANDARDS:</b>	Comply with the local Training Institute's standing operating procedures IAW this block of instruction.

1. Learning Step / Activity 1. Establish the local Training Institute's standing operating procedures

Method of Instruction: Conference / Discussion  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio: 1:16  
Time of Instruction: 45 mins  
Media: None

**NOTE:** The instructor will use this time for the commandant's orientation, staff introductions, administrative procedures, installation awards or recognition, and announcements. The chief instructor will determine the structure and content which may vary from instructor to instructor based on the individual instructor's current policies or needs.

#### SECTION IV. SUMMARY

Method of Instruction: <u>Conference / Discussion</u>
Technique of Delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:16</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

---

#### Check on Learning

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

---

#### Review / Summarize Lesson

For the past two hours we discussed the U.S. Army First Sergeant Course.

It is my intent that this informational overview will help us create an environment for your educational success. Good luck!

---

## SECTION V. STUDENT EVALUATION

### Testing Requirements

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**NOTE:** Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

You will take a multiple choice examination. The examination will contain questions from this and other lessons. You must correctly answer 70 percent or more of the questions on the examination to receive a GO.

### Feedback Requirements

---

**NOTE:** Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

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Terminal Learning Objective

VGT-1, Title Slide

# FIRST SERGEANT COURSE



# COURSE INTRODUCTION

I651/OCT04/VGT-1

*First Sergeant Course*

# SCOPE

**A scenario-driven, performance-oriented course of instruction designed to prepare master sergeants and sergeants first class for positions of responsibility as unit first sergeants.**



# MISSION

**To educate senior noncommissioned officers to perform first sergeant duties, both tactical and garrison related, with battle focused emphasis on training, support of tactical operations, day-to-day problem solving, soldier's family care, and communications skills.**

# PURPOSE

**Prepare Master Sergeants and Sergeants First Class' to perform 1SG duties with emphasis on the following tasks:**

- 1- Conduct Unit Personnel Management and Administration**
- 2- Develop and Improve Unit Leadership, Discipline, and Morale**
- 3- Monitor Unit Logistics, Maintenance, and Security Programs**
- 4- Support Unit Operations and Develop Training Programs**
- 5- Monitor and Implement Unit Physical Training Programs**

# **DAYS 2-5**

**Intro to Soldier Team  
Development  
Role of the 1SG  
Risk Management  
Risk Management PE  
Article 15  
Weight Control  
Program  
Physical Fitness PE**

**Equal Opportunity  
Suicide Prevention  
Stress Management  
ASAP  
D&C PE  
NCOER & Performance  
Exam/Review  
AFTB**

# **DAYS 6-9**

**Written Exam #1  
AWOL/Unsatisfactory  
Participation  
Separations  
Enlisted  
Promotions/Reduction  
SFPA  
Retention Program  
Sponsorship Program**

**Train a Company  
METL  
Long/Short Range  
Planning  
Company Training  
Meetings  
Training Execution  
Training Assessment**

# **DAYS 10-15**

**Written Exam #2**  
**Army Operations**  
**Combat Orders**  
**CSS**  
**Unit Movement**  
**Military Property**  
**Supply Management**  
**Briefing Performance**  
**Exam**

**Ethics PE**  
**Counseling PE**  
**Written Exam #3**  
**AER Counseling**  
**End of Course**  
**Critique**  
**Graduation**

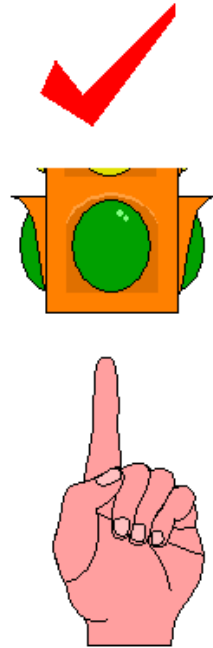
# GRADUATION REQUIREMENTS

- **Meet Academic Standards**
- **Meet Conduct and Discipline Standards**



# ACADEMIC STANDARDS

- **All instruction is mission critical**
- **Students must achieve a “GO” on each evaluation/exam**
- **Only one retest allowed for each primary evaluation/exam**



# EVALUATIONS

- **Three (3) Written Examinations**
- **One (1) Performance Evaluation**
- **One (1) Oral Presentation**



I651/OCT04/VGT-10

*First Sergeant Course*



# ACADEMIC FAILURES

- **The Commandant will dismiss students who fail the retest of a primary evaluation/exam**
- **Students dismissed for academic failure have the right to appeal thru the Commandant**
- **Failure of the retest of a Primary Examination/Evaluation will result in a final AER rating of “Failed to Achieve Course Standards”**



# **CONDUCT & DISCIPLINE**

**No UCMJ violations**

**No civil violations**

**No honor violations**

## ACADEMIC EVALUATION REPORT

### 13. PERFORMANCE SUMMARY

- a. Exceeded Course Standards (Limited to 20% of Class)
- b. Achieved Course Standards
- c. Marginally Achieved Course Standards
- d. Failed to Achieve Course Standards

**Note:** To receive a rating of "Exceeded Course Standards" you must receive a SUPERIOR in all rated areas of "Demonstrated Abilities."

### 14. DEMONSTRATED ABILITIES

- a. Written Communication
- b. Oral Communications
- c. Leadership Skills
- d. Contribution to Group Work
- e. Research Ability

#### Ratings

Unsatisfactory  
Satisfactory  
Superior

**Appendix B - Test(s) and Test Solution(s) (N/A)**

## **Appendix C - Practical Exercises and Solutions (N/A)**

## Appendix D

### HANDOUTS FOR LESSON 1: I651 version 1

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This appendix contains the items listed in this table--

<b>Title/Synopsis</b>	<b>Pages</b>
SH-1, Advance Sheet	SH-1-1 and SH-1-2
SH-2, Student Notes	SH-2-1 thru SH-2-6

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## Student Handout 1

### Advance Sheet for I651

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**Lesson Hours**

This lesson consists of two hours of small group discussion.

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**Overview**

The dynamic nature of today's international environment accentuates the unique and vital role of the Total Army in the overall national security structure of the United States. The Army's capability to apply force and to control land area affords the National Command Authority with a wide range of options. Recent crises, the Persian Gulf War, Bosnia, 9/11, Operation Iraqi Freedom emphasize the fact that Army units must maintain a constant state of readiness and are able to transition from peacetime to combat at a moments notice. The first sergeant's role is critical to achieving this readiness posture. The U.S. Army First Sergeant Course concentrates on battle-focused tasks required to transition rapidly and effectively to a wartime posture. This focus is to ensure that the Army's most vital assets, soldiers and their families receive the training and care to complete assigned missions.

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**Learning Objective**

Terminal Learning objective (TLO).

<b>Action:</b>	Identify the scope and procedures for the U.S. Army First Sergeant Course.
<b>Conditions:</b>	As a first sergeant in a classroom environment given this block of instruction.
<b>Standard:</b>	Determine the scope and procedures for the US Army First Sergeant Course IAW this block of instruction.

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**ELO A** Identify the course scope of the U.S. Army First Sergeant Course.  
**ELO B** Identify the course overview of the U.S. Army First Sergeant Course.  
**ELO C** Identify the standards for graduation from the U.S. Army First Sergeant Course.  
**ELO D** Identify the training institute standing operating procedures.

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**Assignment**

None

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**Additional Subject Area Resources**

None

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**Bring to Class**

Pen or pencil and writing paper.

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**Note to Students**

It is your responsibility to do the homework prior to class. We expect you to come to class prepared and participate in the small group discussion by providing information you learned from your individual study, as well as your personal and observed experiences. Failure to study and read the assignments above will result in your inability to fully participate with the rest of the group. Not having your input affects the group's ability to fully discuss the information.

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## **STUDENT HANDOUT 2**

This handout contains copies of the slides and space for students to take notes.

# FIRST SERGEANT COURSE



## COURSE INTRODUCTION

1851/OCT04/AVT-1

First Sergeant Course

## SCOPE

**A scenario-driven, performance-oriented course of instruction designed to prepare master sergeants and sergeants first class for positions of responsibility as unit first sergeants.**

1851/OCT04/AVT-2

First Sergeant Course

## MISSION

**To educate senior noncommissioned officers to perform first sergeant duties, both tactical and garrison related, with battle focused emphasis on training, support of tactical operations, day-to-day problem solving, soldier's family care, and communications skills.**

1851/OCT04/AVT-3

First Sergeant Course

## PURPOSE

Prepare Master Sergeants and Sergeants First Class' to perform 1SG duties with emphasis on the following tasks:

- 1- Conduct Unit Personnel Management and Administration
- 2- Develop and Improve Unit Leadership, Discipline, and Morale
- 3- Monitor Unit Logistics, Maintenance, and Security Programs
- 4- Support Unit Operations and Develop Training Programs
- 5- Monitor and Implement Unit Physical Training Programs

1851/OCT04/VGT-4

First Sergeant Course

## DAYS 2-5

Intro to Soldier Team Development

Role of the 1SG

Risk Management

Risk Management PE

Article 15

Weight Control Program

Physical Fitness PE

Equal Opportunity

Suicide Prevention

Stress Management

ASAP

D&C PE

NCOER & Performance

Exam/Review

AFTB

1851/OCT04/VGT-5

First Sergeant Course

## DAYS 6-9

Written Exam #1  
AWOL/Unsatisfactory

Participation

Separations

Enlisted

Promotions/Reduction

SFPA

Retention Program

Sponsorship Program

Train a Company

METL

Long/Short Range

Planning

Company Training

Meetings

Training Execution

Training Assessment

1851/OCT04/VGT-6

First Sergeant Course

## DAYS 10-15

Written Exam #2  
Army Operations  
Combat Orders  
CSS  
Unit Movement  
Military Property  
Supply Management  
Briefing Performance  
Exam

Ethics PE  
Counseling PE  
Written Exam #3  
AER Counseling  
End of Course  
Critique  
Graduation

1851/OCT04/VGT-7

First Sergeant Course

## GRADUATION REQUIREMENTS

- Meet Academic Standards
- Meet Conduct and Discipline Standards

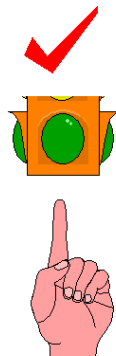


1851/OCT04/VGT-8

First Sergeant Course

## ACADEMIC STANDARDS

- All instruction is mission critical
- Students must achieve a "GO" on each evaluation/exam
- Only one retest allowed for each primary evaluation/exam



1851/OCT04/VGT-9

First Sergeant Course

# EVALUATIONS

- Three (3) Written Examinations
- One (1) Performance Evaluation
- One (1) Oral Presentation



1851/OCT04/VGT-10

First Sergeant Course

# ACADEMIC FAILURES

- The Commandant will dismiss students who fail the retest of a primary evaluation/exam
- Students dismissed for academic failure have the right to appeal thru the Commandant
- Failure of the retest of a Primary Examination/Evaluation will result in a final AER rating of "Failed to Achieve Course Standards"



1851/OCT04/VGT-11

First Sergeant Course

# CONDUCT & DISCIPLINE

**No UCMJ violations**

**No civil violations**

**No honor violations**

1851/OCT04/VGT-12

First Sergeant Course

## ACADEMIC EVALUATION REPORT

### 13. PERFORMANCE SUMMARY

- a. Exceeded Course Standards (Limited to 20% of Class)
- b. Achieved Course Standards
- c. Marginally Achieved Course Standards
- d. Failed to Achieve Course Standards

**Note:** To receive a rating of "Exceeded Course Standards" you must receive a SUPERIOR in all rated areas of "Demonstrated Abilities."

1651/OCT04/VGT-13

### 14. DEMONSTRATED ABILITIES

- a. Written Communication
- b. Oral Communications
- c. Leadership Skills
- d. Contribution to Group Work
- e. Research Ability

#### Ratings

Unsatisfactory  
Satisfactory  
Superior

First Sergeant Course

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